



King County
Records and Elections Division
Records Management Section
Department of
Executive Administration
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November 1, 1988

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,
Records and Elections Division,
Department of Executive Administration

RE: Executive Policy FES 8-1 (A-EP) Distribution

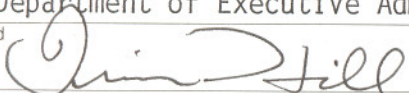
This memo transmits Executive Policy FES 8-1 (A-EP), "Policy Restricting Alcohol Consumption On County Property."

Please file this policy in your A-EO/A-EP manual.

If you have any questions, please call Nancy Craver, Records Management Officer, at 6-1572.

INF71B
MB1101



Title		Document Code No.
Policy Restricting Alcohol Consumption on County Property		FES 8-1 (A-EP)
Department/Issuing Agency		Effective Date
Department of Executive Administration		10-17-1988
Approved  10/3/88		

1.0 SUBJECT TITLE: Policy Restricting Alcohol Consumption on County Property.

1.1 EFFECTIVE DATE: October 17, 1988

1.2 TYPE OF ACTION: Replaces Executive Order 1013 dated May 6, 1969.

1.3 KEY WORDS: (1) Alcohol consumption; (2) Restriction; (3) County property; (4) Open-container; (5) Alcoholic beverage; (6) Discipline

2.0 PURPOSE: To restrict consumption of alcoholic beverages on property owned or leased by King County.

3.0 ORGANIZATIONS AFFECTED: Applicable to all Executive departments and offices.

4.0 REFERENCES:

4.1 King County Code, Chapter 7.12, Rules for use of Facilities, Section 640, Alcoholic Beverages

4.2 King County Code, Chapter 3.12, Personnel System, Section 270, Disciplinary Action

4.3 King County Administrative Guidelines for the Career Service, Section 40 - Discipline, Separation and Appeals

5.0 DEFINITIONS:

5.1 "Alcoholic beverage" means beer, wine, intoxicating liquor or any beverage containing beer, wine or intoxicating liquor.

5.2 "Appointing Authority" means the County Council, County Executive, department directors, division managers or agency administrators having lawful authority to appoint or to remove persons from positions in the County service, or persons designated by such appointing authority to perform those duties which legally may be delegated.

5.3 "County property" means all real and personal property owned or leased by King County.

5.4 "Open container" means a container which has been opened or a seal broken or the contents partially removed.

6.0 POLICY:

- 6.1 It is in the interest of good government and important to public confidence that County business be conducted in a manner which is efficient and effective.
- 6.2 Consumption of alcoholic beverages on County property is generally counter to that interest.
- 6.3 There will be no alcoholic beverages consumed or open containers of alcoholic beverages kept on the premises of the King County Courthouse, the King County Administration Building, the administrative offices of the Department of Stadium Administration or any other property belonging to or leased by King County which is used for the purpose of conducting County business except where and when otherwise permitted at the King County Domed Stadium (Kingdome), those Natural Resources and Parks Division properties provided for in K.C.C. 7.12.640, and on County-owned property which is leased to private enterprises whose permitted uses include the service of food and alcoholic beverages.
- 6.4 County employees should report violations of this policy to the appropriate authority who will take action as provided for in Section 7; but, in no instance should County employees engage in an argument (verbal or physical) with the violator(s).

7.0 PROCEDURES:

<u>Responsibility</u>	<u>Action</u>
Any Employee	7.1 Promptly report public violations in the King County Courthouse or King County Administration Building to the Facilities Management Division at 296-0648.
Facilities Management Division	7.1.1 Dispatch appropriate personnel to the scene of the violation who will confiscate the alcoholic beverage or ask the violator to dispose of it.
Facilities Management Division	7.1.2 Order the violator to vacate the premises immediately if the violator refuses to cooperate.
Facilities Management Division	7.1.3 Call the Seattle Police Department if the violator is resistant or abusive.
Any Employee	7.2 Promptly report public violations on other County-owned property to the designated staff responsible for

<u>Responsibility</u>	<u>Action</u>
	maintaining order and security on said property.
Agency Head or Designated Staff	7.2.1 Dispatch appropriate personnel to the scene of the violation who will confiscate the alcoholic beverage or ask the violator to dispose of it.
Agency Head or Designated Staff	7.2.2 Call the appropriate law enforcement agency if the violator is resistant or abusive.
Appointing Authority	7.3 Employee violations of this policy will be dealt with as provided for in the K.C.C. 3.12, the Administrative Guidelines for the Career Service, Chapter 40, or, if the employee is union-represented, under the terms of the applicable collective bargaining agreement.

8.0 RESPONSIBILITIES:

- 8.1 The Facilities Management Division is responsible for enforcement of this policy in the King County Courthouse and the King County Administration Building.
- 8.2 The responsibility for enforcement of this policy on or in County properties and facilities other than the King County Courthouse and the King County Administration Building rests with the department director, division manager or other agency head who is generally responsible for maintaining order and security on or in said property or facility.
- 8.3 Individual appointing authorities are responsible for ensuring compliance with this policy by their respective employees.
- 8.4 The Personnel Division is responsible for assisting in formulating appropriate disciplinary procedures and actions when so requested by appointing authorities should employee violations of this policy occur.

las
8-17-88